



# Annual Trustee Report

## 7 April 2023 to 6 April 2024

### 1. Details

**Charity No:** 11966997

**Charity Status:** We became a CIO (Charitable Incorporated Organisation) charity on the 22 November 2021

### Mission Statement:

The Visitor Centre celebrates and explores the influence of the Military Heritage of the Ordnance Depot in Weedon, Northamptonshire.

Our Vision is to:

Bring the long and interesting history of the site to the attention of people from far and wide.

We:

- Curate an interesting exhibition of artefacts from the usage of the Depot over the centuries
- Aim to work with other national organisations and museums to create a bigger picture
- Gather and display artefacts from the site to illustrate the long life of the Depot
- Appoint and educate volunteers who can educate and entertain visitors to the Depot
- Promote and share information about what happened at the Depot through the various wars and campaigns that occurred and why the Depot played such an important role.
- Help visitors to trace back relatives who may have passed through the Depot during their service.

### Trustees:

Doreen Addicott (Treasurer)  
Terence Jeary (Chair)  
Hilary Tibbles (Secretary)  
Sandra Rogers  
John Johnstone

## 2 Structure of Charity

Currently we have 20 volunteers, most work a 3 hourly shift, preferably with a partner volunteer. (From December to end February the shifts reduce to 2 hours). We currently open Wednesday to Sunday. Volunteers cover shifts weekly or volunteer once a month.

Volunteer duties are:

- To open the visitor centre, check all exhibits, welcome visitors and offer guidance and answer questions about the exhibits or the site
- Report any problems to the Trustees or Site Management
- Ensure the Visitors Centre is properly closed down and locked up at the end of a shift
- Attend volunteers' meetings if possible
- Some volunteers act as Tour Guides
- Encourage visitors to sign the visitor book

Meeting notes are taken at each meeting and circulated by Email.

For those unable to receive Email then a copy of the notes is left in the kitchen area.

Volunteers' Meetings are held on the second Tuesday of each month Trustee Meetings are held every 3 months following on from the Volunteers' meeting.

Rent for the VC is a Peppercorn Rent (1 Peppercorn) paid to the owner of the site annually.

Visitors are encouraged to donate through clearly marked 'Donation Boxes' in each room in the VC. They may also donate using a Card Reader if they so wish. Postcards, small gift items, History Books, (including ones on Weedon Village, and also the history and construction of the Depot itself) are on sale within the VC.

The VC now owns the rights to the Royal Ordnance Depot Book and will be reprinting these to sell at £5 each.

### New volunteers

New volunteers in this financial period..... 6

## 3 Activities and Monies Raised

### • Events:

Heritage Weekend in September .....	£ 163.70
Weedon Village Hall Talk.....	£180.00

=£343.70

### • Tours, Ghost Walks and School Tours

17 tours and Ghost Walks in all, ranging from 6 to 30 visitors .....	£1889.00
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=£2232.70

- **School Tours** ..... £160.00  
1 class of Yr 5 pupils have visited this year. Prior to the visit three depot volunteers took an hour long power-point presentation, plus some visual aids, into the classroom to give a talk on life in Weedon for a child during WW2.  
That same class then visited the Depot on a later date to have tour of the site and to visit the museum section. A questionnaire is handed out to help them research the artefacts within the centre.
- **Work Experience**  
2 young adults came on Work Experience, working shifts with an. experienced volunteer. Both came back to volunteer after the work experience finished. Both have an interest in History.
- **Visitor Numbers**  
Over 2000 signatures (NB not everyone chooses to sign, and usually only one person signs for the whole party)  
The Visitor Book shows we have had visitors from all over the world, including several from Australia.

We have recorded 4237 visitors in this financial period

#### 4 Financial Review

- Total Monies raised this year through Donations.....**£1546.00**
- Tours, Events, Sales .....**£2232.00**
- **Large Purchases:**
  - Insurance.....£94.00
  - Membership .....£40.00
  - Mannequin.....£90.00
  - Advertising .....£199.00
  - Leaflets 2000.....£170.00
  - Hoover and Mop.....£70.00
  - Laptop.....£1,023.00
  - Fan Heaters.....£64.00
  - Display Cabinets.....£70.00
  - combat cloths.....£120.00
  - Total Expenditure **£1940.00**

#### 5. Funds

- Total Money in the Bank ..... **£7919.86**
- Debts held by the VC ..... £0.00
- D Addicott (Treasurer) .....
- H Tibbles (Secretary) .....
- Date .....

## Purchases

**Total      £1,940.00**

Date	Item	Total Price
###	Insurance	£94.00
###	Membership	£40.00
###	Mannequin	£90.00
###	Advertising	£199.00
###	Leaflets 2000	£170.00
###	Hoover and Mop	£70.00
###	Laptop	£1,023.00
###	Fan Heaters	£64.00
###	Display Cabinets	£70.00
###	combat cloths	£120.00

## Events, Tours and Teas

**Total £2,232.00**

<b>Date</b>	<b>Money raised by</b>	<b>Total Sales</b>
Sunday, April 23, 2023	Tour	£78.00
Saturday, May 20, 2023	Tour	£14.00
Thursday, June 01, 2023	Tour	£162.00
Tuesday, June 06, 2023	Tour	£63.00
	### Tour	£96.00
Saturday, June 24, 2023	Tour	£36.00
Friday, June 30, 2023	Tour	£96.00
	### Tour	£174.00
	### Tour	£125.00
	### Tour	£106.00
	### Motobike Tour	£120.00
	### Tour	£135.00
	### Heritage weekend	£163.00
	### Tour	£66.00
	### Ghost walk	£64.00
	### Ghost walk	£54.00
	### School Tour	£85.00
	### Ghost walk	£16.00
	### Ghost Walk	£18.00
	### History Tour	£84.00
	### Ghost Walk	£108.00
	### Talk Village Hall	£180.00
	### History Tour	£189.00

## Donations

**total      £1,546.00**

<b>Month</b>	<b>Donation</b>
April	£101.00
May	£128.00
June	£132.00
July	£226.00
August	£220.00
September	£201.00
October	£122.00
November	£132.00
December	£49.00
January	£51.00
February	£93.00
March	£91.00

**Donations + tours events etc**

<b>Donations</b>	<b>Tours etc</b>	<b>Income</b>
£1,546.00	£2,232.00	£3,778.00

**Income - Purchases**

<b>Income</b>
£3,778.00

Purchase	Profit
£1,940.00	£1,838.00